

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Deputy Police Chief	<u>Revision Date:</u> 05/16
		<u>EEO Category:</u> Official/Administrator
		<u>Status:</u> Exempt (Executive)
		<u>Control No:</u> 20401

II. Summary Statement of Overall Purpose/Goal of Position:

An Appointed Category 1 position, under the direction of the Police Chief, oversees all law enforcement and animal services activities in the City. Acts as Police Chief in his absence.

III. Essential Duties

- Coordinates local, state, and federal law enforcement programs.
- Makes final recommendations on developed departmental policies and procedures formulated on the basis of relevant research.
- May respond to emergency calls at own discretion as indicated by their seriousness.
- Responds frequently to public inquiries.
- Counsels departmental employees.
- Plans and organizes activities of the department regarding utilization of personnel and equipment including training and emergency execution.
- Under the direction of the Police Chief approves and/or disapproves decisions of staff.
- Under the direction of the Police Chief attends Cabinet and other various City meetings.
- Prevents or detects crime and enforces criminal statutes and ordinances.
- Provides community protection.
- May review accident, arrest, incident, and investigative reports.
- Provide or coordinate staff training.
- Monitor and approve expenditures.
- Prepare and present staff reports and other necessary correspondence.
- Supervise investigation of complaints involving officer misconduct.
- Oversee hiring, termination, disciplinary action, performance reviews.

IV. Marginal Duties

- Assists with coordination and preparation of the budget.
- Counsels and gives advice to customers and the public.
- Performs other duties as assigned.

V. Qualifications:

Education: Requires a Bachelor's degree or equivalent credit hours in law enforcement or related discipline. May substitute six years of supervisory experience for education.

Experience: Requires nine years of experience as a sworn law enforcement officer with progressively increasing responsibilities, including two years of executive supervisory experience.

Certificates/Licenses: Must pass and maintain Utah POST certification. A valid Utah driver's license is required.

Probationary Period: Not Applicable. This is an appointed position exempt from the protections described in Utah Code Ann. Section 10-3-1105(1)(a).

Knowledge of: Police terminology and practices; municipal and state laws; City and Department policies and

procedures; management, instruction, and supervisory techniques; budgeting, planning and problem solving techniques.

Responsibility for: Great responsibility for the care, condition, and use of materials, equipment, money, and tools, and for making decisions which affect the activities of others; responsible for Police Captains, Lieutenants, Sergeants, Officers, and non-sworn employees; planning, organizing, and delegating all departmental assignments and responsibilities; departmental costs and cost methods; acting as an incident officer at hostage situations; responding to situations involving threats to public safety and making emergency decisions affecting the lives and health of others.

Communication Skills: Ability to professionally furnish and obtain information from other departments; frequent contacts with executives on matters requiring explanations and discussions; contacts with other enforcement agencies; regular and frequent outside contact with persons of high rank, requiring tact and judgement to deal with and influence people; frequent contact with press and community groups; requires well developed sense of strategy and timing.

Tool, Machine, Equipment Operation: Frequent use of office equipment including a computer, printer, and telephone.

Analytical Ability: Organize, delegate, and establish meaningful goals; communicate effectively verbally and in writing; prioritize tasks; establish effective working relationships with employees and the public; interpret and apply all pertaining laws.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls. Moderate physical exertion is present because of moderate stooping and kneeling. Employee will sit or stand for long periods of time and may occasionally move up to 50 pounds.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Frequent field work in supervising staff and programs; great mental effort is required daily; great pressure and fatigue are present in this position due to daily exposure to deadlines and other job related pressures. While performing duties, employee's life or personal safety is at risk. Constant attendance is required; organize own work; virtual self-supervision.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT./DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____